



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

LAW CLERK - Intermittent Professional Licensing Section Consumer Protection Division

Description

Represents the State of Indiana on behalf of Consumers, in the investigation and prosecution of disciplinary complaints concerning licensed professionals.

Principal job duties:

- Investigates consumer complaints regarding licensed professionals by compiling information related to such investigations through issuance of legal documents and other correspondence e.g., subpoenas, consents for release of records, and promptly documents all file activity, according to currently accepted office policy;
- Analyzes and summarizes succinctly the results of the investigation and drafts appropriate recommendations, subject to review of the Backlog Project Supervising Attorney;
- Communicates promptly and effectively with complainants, respondents, and other agencies regarding complaint status and other matters related to investigations, and maintains a professional and positive relationship with peers, co-workers, outside agencies, and the public;
- Assists attorneys in preparation of and litigation of administrative complaints;
- Effectively manages a large caseload.
- Performs other duties and completes special projects as assigned.

Qualifications:

- Currently enrolled or recently graduated from an accredited law school.
- Excellent communication skills, including ability to relate effectively to both legal and non-legal individuals.
- Excellent legal research and writing skills, with emphasis on clear, persuasive legal analysis and writing.
- Ability to manage a large caseload. Strong ability to multi-task.